**Weekly 1on1**

**Overview**

The weekly 1on1 is the core operational process/system for Continuous Improvement (CI) and Inspired Performance for every person in your business. It not only improves **COMMUNICATION**, it helps build **TRUST**; and it will help with improving **TIME MANAGEMENT**.

This 1on1 process only takes 15 to 20 minutes for each colleague that reports to you. Consider the 1on1 as a weekly performance review, communication update on important tasks, and fireside chat, all rolled up into one package.

Saving the 1on1s can provide valuable performance review material when formal performance reviews are required, so it is good to initial and send copies to the personnel files of each colleague.

1on1s also allow confrontation of issues as they arise rather than at some later date. The earlier an issue is confronted and resolution agreed to, the easier to resolve!

A consistent 1on1 with every colleague that reports to you will result in dramatically better communication, a happier work place environment, fewer issues, and increased performance.

Process:

1. Set a **standard time each week** for each person reporting to you and make it your top priority. Make this a part of your **Lifestyle**! A new Rhythm in your weekly schedule. **Do not miss this important time**!
2. **Let associate fill out** and give you a copy (you may have tasks/projects/leverage points in notes to add.)
3. Make sure you touch each topic- and wait for response- **quiet is OK**.
4. Discuss importance of changed thinking from **reactive to purposeful thinking**—How do I solve this issue so it never happens again. (Will usually involve system/process/people change).
5. Discuss **Leverage Points**- things that can make big impact if paid attention to……
6. Don’t be afraid to a) discuss hard issues, b) delve into personal “Fireside Chat” topics. Your associates have other very relevant things going on in their lives that can impact their performance and your relationship with them.
7. Use assessment tests to better understand the inherent personality traits of your associates. How they view the world may vary from your view because of different personality types and interests and just basic world views. Understanding these will help both of you communicate better.
8. Look for ways you can provide resources to them that will help them grow and perform better.